

# Sample Sop Manual For Administrative Assistant

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this retrospective study brings together twenty two key associates of president truman s to consider the administrative operation of the presidency from 1945 to 1953 the contributors are persons who were close to truman throughout his presidency members of the cabinet the white house staff and senior officials in executive office agencies sharing personal reflections are among others charles brannan w averell harriman leon h keyserling charles s murphy richard e neustadt john w snyder elmer b staats and the late tom c clark a number of important administrative aspects of truman s presidency are touched upon as the participants review the years of their white house experience they talk about policy making in the areas of national security and foreign affairs about budget and economic matters relations with congress domestic problems such as civil

rights presidential appointments and even press relations they exchange anecdotes about the president's style and their working relationships with him in staff meetings cabinet meetings and private briefing sessions the creation of the central intelligence agency and the establishment of the national security council the council of economic advisers and the national security resources board during truman's administration clearly improved and strengthened the organization of and the institutional aids to the presidency in answer to the question of what can be learned from the way truman operated the presidency however the overriding theme of the exchanges recorded here is that the style of the white house is inescapably the president's style the picture that emerges in these pages of life and work in truman's administration is one of informality enthusiasm and camaraderie a family like atmosphere pervaded the staff and the president played the crucial role in setting the tone incorporating a broad spectrum of firsthand information on the administrative concepts and practices of the truman era this volume will be of prime interest to all students of government and executive organization

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